



**U.S. DEPARTMENT OF STATE
U.S. EMBASSY TO MAURITIUS AND SEYCHELLES
PUBLIC AFFAIRS SECTION
Notice of Funding Opportunity**

Funding Opportunity Title: U.S. Embassy Port Louis, Public Affairs Sections (PAS) Annual Program Statement

Funding Opportunity Number: PAS-PortLouis-FY22-01

Deadline for Applications: The Public Affairs Section will review proposals on a rolling basis according to the following schedule:

- Proposals received by May 1, 2022, will be reviewed in mid-May, 2022, with responses going out by June 1, 2022.
- Proposals received by July 31, 2022, will be reviewed in mid-August, with responses going out by September 1, 2022.

CFDA Number: 19.040 – Public Diplomacy Programs

Total Amount Available: \$75,000

Minimum for Each Award: \$3,000

Maximum for Each Award: \$24,000

A. PROGRAM DESCRIPTION

The Public Affairs Section (PAS) of the Embassy of the United States of America to Mauritius and Seychelles is pleased to announce a funding opportunity through the Public Diplomacy Small Grants Program. This document outlines our funding priorities **based on availability of funds**, the strategic themes we have identified for this Annual Program Statement (APS), and the procedures for submitting requests for funding. Please follow **all** instructions below carefully.

Purpose: The U.S. Embassy invites proposals for programs that **strengthen ties and build relationships between the U.S. and Mauritius or Seychelles** through activities that highlight shared values, goals and cooperation. **All programs must include a strong, central American element**, or connection with American expert/s, organization/s, or institution/s in a specific field that will promote increased understanding of U.S. values, perspectives and policies.

Examples of PAS Small Grants Program programs include, but are not limited to:

- Academic and professional lectures, seminars, workshops, and speaker programs;
- Artistic and cultural workshops, joint performances, and exhibitions;

- Activities that encourage women's empowerment and gender equality, respect for underserved and underrepresented individuals, empower marginalized and disadvantaged communities, and encourage social inclusion, access to resources, and fundamental human rights for all.
- Programs developed by an alumnus/a of a U.S.-government sponsored educational
- Youth entrepreneurship, empowerment, and/or leadership programs;
- Programs that build media capacity and freedom of the press.

Priority Program Areas:

The Public Diplomacy Small Grants Program is most interested in projects related to:

- A free and open Indo-Pacific, encourage good governance and transparency, strengthen civil society or democratic institutions.
- Youth and women's leadership, entrepreneurship, and STEM programs
- Sustained economic growth, trade, and investment (this may include programs on entrepreneurship, capacity-building, business incubators, and opportunities to convene investors with businesses.)
- Promoting civic education and youth participation in civics, democratic processes, volunteerism, and community service.
- Build media capacity, counter disinformation, or support investigative journalism.
- Respect for underserved and underrepresented individuals, empower marginalized and disadvantaged communities, encourage social inclusion, access to resources, and fundamental human rights for all.
- Joint academic research in partnership with U.S. universities or organizations to accelerate responses and adaptation to climate change
- English language promotion that uses innovative techniques, tools, and U.S. materials for classroom teaching and learning
- Promoting the themes above through sports or arts.

Audience:

Programs may be geared to a variety of audiences, depending on the topic. PAS Port Louis' intended target audiences are youth (above age 14) and adults in Mauritius and Seychelles. Proposals will be evaluated on a well-reasoned strategy for the intended audience, as well as appropriate inclusivity, whether based on gender, religion, sexual orientation, age, or disability.

The following types of programs are not eligible for funding:

- Activities that do not contain a distinctly U.S. component
- Programs relating to partisan political activity
- Development projects/programs
- Infrastructure/construction programs
- Individual scholarships
- Personal development
- Programs that support specific religious activities

- Fund-raising campaigns
- Lobbying for specific legislation or programs
- Scientific research
- Programs intended primarily for the growth or institutional development of the organization
- Programs that duplicate existing programs
- Social travel/visits
- Venture capital
- For-profit endeavors

Authorizing legislation, type and year of funding:

Funding authority rests in the Smith-Mundt Act. The source of funding is FY22 Public Diplomacy Funding.

B. FEDERAL AWARD INFORMATION

Length of performance period: up to 18 months.

Award amounts: Awards may range from a minimum of \$3,000 to a maximum of \$24,000

Type of Funding: Fiscal Year 2022 Public Diplomacy Funding

Anticipated program start date: On or before September 30, 2022.

This notice is subject to availability of funding.

Funding Instrument Type: Grant, Fixed Amount Award, Awards to Individuals, or Cooperative Agreement.

C. ELIGIBILITY INFORMATION

1. Eligible Applicants: The Public Affairs Section encourages applications from U.S., Mauritian or Seychellois:
 - Registered not-for-profit organizations, including think tanks and civil society/non-governmental organizations with programming experience
 - Individuals
 - Non-profit or governmental educational institutions
 - Governmental institutions

For-profit or commercial entities are not eligible to apply.

1. Cost Sharing or Matching

Cost sharing is not required.

2. Other Eligibility Requirements

Applicants are only allowed to submit one proposal per organization. If more than one proposal is submitted, all proposals from that institution will be considered ineligible for funding.

In order to be eligible to receive an award, all organizations must have a Data Universal Numbering System (DUNS) number from Dun & Bradstreet, as well as a valid registration on www.SAM.gov. Please see **Required Registration** below for information on how to obtain these registrations. **Individuals are not required to have a DUNS number or be registered in SAM.gov.**

Note: [Dun and Bradstreet Universal Numbering System \(DUNS\)](#): Organization registrations prior to April 2022 require applicants to obtain a DUNS prior to registering in SAM. By April 2022, the federal government will stop using the DUNS number as an entity identifier and will transition to the Unique Entity Identifier (UEI) issued by SAM. Beginning in April 2022, overseas organizations should apply for an NCAGE code and then go to SAM.gov to complete their registration, a UEI will be generated as part of the SAM.gov registration process.

D. APPLICATION AND SUBMISSION INFORMATION

Content and Form of Application Submission

Please follow all instructions below carefully. Proposals that do not meet the requirements of this announcement or fail to comply with the stated requirements will be ineligible.

Content of Application

Please ensure:

- The proposal clearly addresses the goals and objectives of this funding opportunity
- All documents are in English
- All budgets are in U.S. dollars
- All pages are numbered

Applications should be submitted by email to portlouis_pas@state.gov

1. The following documents are **required**:

Mandatory application forms available on the following link:

<https://www.grants.gov/web/grants/forms/sf-424-family.html>

- **SF-424** (*Application for Federal Assistance – organizations*) or **SF-424-I** (*Application for Federal Assistance --individuals*)
 - **SF424A** (*Budget Information for Non-Construction programs*)
 - **SF424B** (*Assurances for Non-Construction programs*)
2. **Summary Coversheet:** Cover sheet stating the applicant name and organization, proposal date, program title, start and end date of program, and brief purpose of the program.
 3. **Proposal (ten pages maximum):** The proposal should contain sufficient information that anyone not familiar with it would understand exactly what the applicant wants to do and what the

program will accomplish. You may use your own proposal format, but it must include all the items below.

- **Proposal summary:** Short narrative that outlines the proposed program, including program objectives and anticipated impact.
 - **Introduction to the organization or individual applying:** A description of past and present operations, showing ability to carry out the program. Please include information on previous grants the organization or individual received. If applicable, please include information about previous grants from the U.S. Embassy and/or U.S. government agencies.
 - **Problem statement:** Clear, concise and well-supported statement of the problem to be addressed and why the proposed program is needed.
 - **Program goals and objectives:** The goals describe what the program is intended to achieve. What aspect of the relationship between the U.S. and Mauritius/Seychelles will be improved? The objectives refer to the intermediate accomplishments on the way to the goals. These should be achievable and measurable.
 - **Program activities:** Describe the program activities and how they will help achieve the objectives.
 - **Program methods and design:** A description of how the program is expected to work to solve the stated problem and achieve the goal.
 - **Proposed program schedule:** The proposed timeline for the program activities. Include the dates, times, and locations of planned activities and events.
 - **Key personnel:** Names, titles, roles and experience/qualifications of key personnel involved in the program. What proportion of their time will be used in support of this program?
 - **Marketing Plan:** Short description of how the applicant will recruit program participants (if applicable) and then publicize the program activities and/or results, taking into consideration social and traditional media, as well as other methods of public outreach as necessary. U.S. funded programs must typically include U.S. branding, which will be made available to successful applicants.
 - **Program partners:** List the names and type of involvement of key partner organizations and sub-awardees.
 - **Program monitoring and evaluation plan:** This is an important part of successful grants. Throughout the timeframe of the grant, how will the activities be monitored to ensure they are happening in a timely manner, and how will the program be evaluated to make sure it is meeting the goals of the grant?
 - **Future funding or sustainability:** Applicant's plan for continuing the program beyond the grant period, or the availability of other resources, if applicable.
4. **Budget Justification Narrative:** After filling out the SF-424A Budget (above), use a separate spreadsheet to describe each of the budget expenses in detail. **See section H. Other Information: Guidelines for Budget Submissions below for further information.**
5. **Attachments** (*if applicable*):
- 1-page CV or resume of key personnel who are proposed for the program
 - Letters of support from program partners describing the roles and responsibilities of each partner
 - If required, official permission letters for program activities

Required Registrations:

All organizations applying for grants (except individuals) must obtain these registrations. All are free of charge:

- Unique Identifier Number from Dun & Bradstreet (DUNS number)
- NCAGE/CAGE code
- www.SAM.gov registration

Step 1: Apply for a DUNS number and an NCAGE number (these can be completed simultaneously)

DUNS application: Organizations must have a Data Universal Numbering System (DUNS) number from Dun & Bradstreet, if your organization does not have one already, you may obtain one by visiting <https://fedgov.dnb.com/webform/>

NCAGE application: Application page here
<https://eportal.nspa.nato.int/AC135Public/CageTool/home>

Step 2: After receiving the NCAGE Code, proceed to register in SAM by logging onto: <https://www.sam.gov>. SAM registration must be renewed annually.

Submission Dates and Times:

The Public Affairs Section will review proposals on a rolling basis according to the following schedule:

- Proposals received by May 1, 2022, will be reviewed in mid-May, 2022, with responses going out by June 1, 2022.
- Proposals received by July 31, 2022, will be reviewed in mid-August, with responses going out by September 1, 2022.

5. Funding Restrictions:

- Infrastructure/construction
- Development projects/programs
- Individual scholarships
- Personal development
- Social travel/visits
- Alcohol
- Food and drink not directly related to the program outcome
- Venture capital
- For-profit endeavors

All application materials must be submitted by email (.pdf or .doc formats only) portlouis_pas@state.gov with subject line “Proposal: PAS NOFO 2022 – Name of Organization/Individual”.

E. APPLICATION REVIEW INFORMATION

1. Criteria

A grants review panel will review and evaluate each application based on the criteria outlined below:

U.S. Component: The project has a clear U.S. component that incorporates U.S. expertise, model, processes, or personnel.

Organizational capacity and record on previous grants: The organization has expertise in its stated field and PAS is confident of its ability to undertake the program. This includes a financial management system and a bank account.

Quality and feasibility of the program idea: The program idea is well developed, with details about how program activities will be carried out. The proposal includes a reasonable implementation timeline.

Goals and objectives: Goals and objectives are clearly stated and program approach is likely to provide maximum impact in achieving the proposed results.

Embassy priorities: Applicant has clearly described how stated goals are related to and support U.S. Embassy priority areas and target audiences outlined in section A.

Budget: The budget justification is detailed. Costs are reasonable in relation to the proposed activities and anticipated results. The budget is realistic, accounting for all necessary expenses to achieve proposed activities.

Monitoring and evaluation plan: Applicant demonstrates it is able to measure program success against key indicators and provides milestones to indicate progress toward goals outlined in the proposal. The program includes output and outcome indicators and shows how and when those will be measured.

Sustainability: Program activities will continue to have positive impact after the end of the program.

1. Review and Selection Process

A Grants Review Committee will evaluate all eligible applications.

3. FAPIIS

For any Federal award under a notice of funding opportunity, if the Federal awarding agency anticipates that the total Federal share will be greater than the simplified acquisition threshold on any Federal award under a notice of funding opportunity may include, over the period of performance (see §200.88 Simplified Acquisition Threshold), this section must also inform applicants:

- i. That the Federal awarding agency, prior to making a Federal award with a total amount of Federal share greater than the simplified acquisition threshold, is required to review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM (currently FAPIIS) (see 41 U.S.C. 2313);

ii. That an applicant, at its option, may review information in the designated integrity and performance systems accessible through SAM and comment on any information about itself that a Federal awarding agency previously entered and is currently in the designated integrity and performance system accessible through SAM;

iii. That the Federal awarding agency will consider any comments by the applicant, in addition to the other information in the designated integrity and performance system, in making a judgment about the applicant's integrity, business ethics, and record of performance under Federal awards when completing the review of risk posed by applicants as described in §200.205 Federal awarding agency review of risk posed by applicants.

F. FEDERAL AWARD ADMINISTRATION INFORMATION

1. Federal Award Notices

A U.S. government Grants Officer will award, sign, and administer the grant award or cooperative agreement. The assistance award agreement is the authorizing document and it will be provided to the recipient for review and signature by email. The recipient may only start incurring program expenses beginning on the start date shown on the grant award document signed by the Grants Officer. **No actions or costs can be incurred before the grant is approved and signed by the Grants Officer.**

If a proposal is selected for funding, the Department of State has no obligation to provide any additional future funding. Renewal of an award to increase funding or extend the period of performance is at the discretion of the Department of State.

Issuance of this NOFO does not constitute an award commitment on the part of the U.S. government, nor does it commit the U.S. government to pay for costs incurred in the preparation and submission of proposals. Further, the U.S. government reserves the right to reject any or all proposals received.

Payment Method: Payments will be made either in one or two installments, as needed to carry out the program activities.

Organizations whose applications will not be funded will also be notified *via email*.

2. Administrative and National Policy Requirements

Terms and Conditions: Before submitting an application, applicants should review all the terms and conditions and required certifications that will apply to this award, to ensure that they will be able to comply. These include:

2 CFR 200, 2 CFR 600, Certifications and Assurances, and the Department of State Standard Terms and Conditions, all of which are available at: <https://www.state.gov/m/a/o/e/index.htm>.

Note the U.S Flag branding and marking requirements in the Standard Terms and Conditions.

3. Reporting

Reporting Requirements: For grants and cooperative agreements, recipients will be required to submit financial reports and program reports. Financial reports do not apply to Fixed Amount Awards.

G. FEDERAL AWARDING AGENCY CONTACTS

If you have any questions about the grant application process, please contact PAS at portlouis_pas@state.gov with subject line “Query: PAS NOFO 2022”.

Note: We do not provide any pre-consultation for application related questions that are addressed in the NOFO. Once an application has been submitted, U.S. government officials and staff may not discuss this competition with applicants until the entire proposal review process is complete.

H. OTHER INFORMATION

Guidelines for Budget Justification

Personnel: Describe the wages, salaries, and benefits of temporary or permanent staff who will be working directly for the applicant on the program, and the percentage of their time that will be spent on the program.

Travel: Estimate the costs of travel and per diem for this program. If the program involves international travel, include a brief statement of justification for that travel.

Equipment: Describe any machinery, furniture, or other personal property that is required for the program, which has a useful life of more than one year (or a life longer than the duration of the program), and costs at least \$5,000 per unit.

Supplies: List and describe all the items and materials, including any computer devices, that are needed for the program. If an item costs more than \$5,000 per unit, then put it in the budget under Equipment.

Contractual: Describe goods and services that the applicant plans to acquire through a contract with a vendor. Also describe any sub-awards to non-profit partners that will help carry out the program activities.

Other Direct Costs: Describe other costs directly associated with the program, which do not fit in the other categories. For example, shipping costs for materials and equipment or applicable taxes. All “Other” or “Miscellaneous” expenses must be itemized and explained.

Indirect Costs: These are costs that cannot be linked directly to the program activities, such as overhead costs and administration costs needed to help keep the organization operating. If your organization has a Negotiated Indirect Cost Rate (NICRA) and includes NICRA charges in the budget, attach a copy of your latest NICRA. Organizations that have never had a NICRA may request indirect costs of 10 percent of the modified total direct costs as defined in 2 CFR 200.68.

“Cost Sharing” refers to contributions from the organization or other entities other than the U.S. Embassy. It also includes in-kind contributions such as volunteers’ time and donated venues.

Alcoholic Beverages: Please note that award funds cannot be used for alcoholic beverages.